

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 23-35

**Date Received:** 3/7/2023

**Title:** Real Property Template- SSJ

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**Initiator Name:** Stacie Huelsbeck

**Initiator Organization Name / Routing Code:** Procurement Policy Branch, AAP-110

**Initiator Phone:** 404-305-5807

**ASAG Member Name:** Monica Rheinhardt

**ASAG Member Phone:** 202-267-1441

**Policy and Guidance:** (Please check only one box)

- |   |   |
|---|---|
| <input type="checkbox"/> Policy                 | <input type="checkbox"/> Procurement Tools and Resources                |
| <input type="checkbox"/> Guidance               | <input checked="" type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples    | <input type="checkbox"/> Procurement Clauses                            |
| <input type="checkbox"/> Procurement Templates  | <input type="checkbox"/> Real Property Clauses                          |
| <input type="checkbox"/> Procurement Forms      | <input type="checkbox"/> Other Tools and Resources                      |
| <input type="checkbox"/> Procurement Checklists |   |

### Summary of Change:

The change deletes and replaces the Single Source Justification (SSJ) Template for Real Property. The change will remove and replace the SSJ Template for Real Property to adjust formatting, remove outdated or inaccurate references, update terminology and roles and responsibilities, provide content clarifications, and adjust signature block to more accurately reflect business processes for Real Property transactions and to mirror the Procurement SSJ Template dated 07/2022.

### Reason for Change:

The change will remove and replace the SSJ Template for Real Property to adjust formatting, remove outdated or inaccurate references, update terminology and roles and responsibilities, provide content clarifications, and adjust signature block to more accurately reflect business processes for Real Property transactions and to mirror the Procurement SSJ Template dated 07/2022.

**Development, Review, and Concurrence:** AAQ-900/APM-210/AGC-500/AAP-110

**Target Audience:** Real Estate Contracting Workforce

FAST Version 4/2023

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**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:**

Real Property Templates and Samples

[https://fast.faa.gov/RPF\\_Real\\_Property\\_Templates\\_Samples.cfm](https://fast.faa.gov/RPF_Real_Property_Templates_Samples.cfm), remove and replace the Single Source Justification Template for Real Property (Under Section header "Planning & Pre-Solicitation")

**The redline version must be a comparison with the current published FAST version.**

☒ I confirm I used the latest published version to create this change / redline

**or**

☐ This is new content

**Links:** [https://fast.faa.gov/RPF\\_Real\\_Property\\_Templates\\_Samples.cfm](https://fast.faa.gov/RPF_Real_Property_Templates_Samples.cfm)

**Attachments:** Single Source Justification for RE.docx

**Other Files:** N/A.